



**Minutes:** Board of Directors Meeting  
**Date:** November 21, 2012  
**Location:** G.H. Dawe Centre, Red Deer

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**In attendance**

Board Members and Alternates:

Kelly Bauer, Government  
 Rod Boshnick, Industry  
 Paul Bradley, Industry  
 Bob Bryant, Government  
 Bonnie Denhaan, Public  
 Brian Goliss, Industry  
 Amber Hines, Government  
 Brent Johner, Industry  
 Cliff Knutson, Government  
 Andy Lamb, Government  
 Shane Lamden, Industry  
 Jennifer Lutz, Government  
 Alasdair MacKinnon, Public  
 Tali Neta, NRCB  
 Jim Saltvold, Public  
 Leonard Standing on the Road, Public  
 Clay Tjostheim, Industry  
 Wayne Ungstad, Public  
 Reg Watson, Public  
 Kevin Warren, Executive Director

Committee Members:

Lauren Maris, Communications

Presenter:

Lisa Avis, ESRD

Meeting Support:

Kim Sanderson

**Not Attending**

Jim Ainslie, Public  
 Tyler Callicot, Government  
 Dale Christian, Public  
 Ken Dahl, Government  
 Paul Harris, Government  
 Jim McKinley, Government  
 Paddy Munro, Government  
 Ed Szymakek, Industry  
 Kim Ng, Public  
 Dan Richen, Government

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**ACTION ITEM SUMMARY**

Item	Who	Deadline
66.1: In 2012, the TWG will revisit the density of the passive monitoring network, decide if a study is needed, and report back to the Board.	TWG	January 2013
68.1: Kevin will prepare a summary of strategic plans from other airsheds when he receives all the plans.	Kevin Warren	January 2013
71.1: The communication committee will prepare a media release concerning the 2009-11 CWS assessment results after they have been released by ESRD.	Communications Committee	December 2012
71.2: Kevin will find out from CASA how representatives were chosen for the Odour Management Working Group and advise the Board.	Kevin Warren	January 2013

Reg Watson convened the meeting at 3:02 pm. Those present introduced themselves.

## 1. ADMINISTRATIVE ITEMS

### 1.3 Approve Agenda

One item was added under other business: setting meeting dates for 2013. The amended agenda was approved.

### 1.2 Minutes of September 19, 2012 Meeting

The minutes of the September 19, 2012 meeting were approved by consensus.

### 1.3 Report on Action Items

Item	Status
66.1: In 2012, the TWG will revisit the density of the passive monitoring network, decide if a study is needed, and report back to the Board.	Carry forward. As noted in previous minutes, this item awaits publication of the study on accuracy and precision of passives.
68.1: Kevin will prepare a summary of strategic plans from other airsheds when he receives all the plans.	Carry forward. Once PAZA's strategic plan is updated, Kevin will complete his summary based on four airshed zones.
69.2: The IRG will further consider how PAMZ could be involved with health impact assessments with respect to ambient air quality and report back to the board.	This item will be on the IRG's agenda for its next face-to-face meeting in February 2013.
70.1: Kevin will draft a letter to Bob Myrick at ESRD, indicating that a) PAMZ is interested in developing the PM management plan, but it may be premature to start on it until there is more clarity on the next steps with respect to air zones; and b) ESRD should send out the notice to stakeholders; and circulate to the board for comment.	Kevin sent the letter but did not circulate to the board. See agenda item 2a for more details.

### 1.4 Memberships

Alasdair McKinnon has retired from the NRCB and is interested in sitting on the board as a public member. Paul Bradley will replace Al Simcoe on the board, and will decide on participating in the TWG in the near future. Newalta would like to rejoin PAMZ but will wait for the next round of invoices in 2013. Municipalities have advised that their representatives will be as follows: City of Red Deer: Paul Harris; Mountain View County: Paddy Munro, with alternates Robert Orr and Amber Hines; Town of Bentley: Cliff Knutsen, with Sandra Smith as alternate.

## 2. COMMITTEE REPORTS

### a) Technical Working Group (TWG)

Kevin reported that the TWG met on November 16 and discussed the follow-up to the recent audit of the PAMZ air quality monitoring program. PAMZ received a letter of closure on September 14 from Alberta Environment & Sustainable Resources Development (ESRD), which noted that if PAMZ took the remaining steps related to the audit, ESRD would consider it closed. On October 19, PAMZ submitted to ESRD a summary of actions taken or planned, and included the Focus Action Plan, which PAMZ received on October 17. At present, Focus monthly calibrations are being reviewed by ESRD to ensure they meet Air Monitoring Directive criteria. Kevin reviewed the major changes in the Focus Action Plan; these include an internal auditing program, restructured program management, a new project manager for PAMZ work, and the hiring of three new staff in the Red Deer area.

Bob Myrick and Andrew Clayton from ESRD attended the Nov. 16 TWG meeting. ESRD has done a preliminary calculation of 2009-2011 ozone and PM data. PAMZ is still under the CWS management trigger for ozone, but levels would exceed the Canada Ambient Air Quality Standards (CAAQS), which will be implemented in 2015. As noted at the last board meeting, PAMZ exceeded the 2008-2010 management plan trigger for PM, and knew that 2009-2011 analysis would show exceedance of the CWS. ESRD calculations, after events such as forest fires in 2010 were backed out of the data, indicate a three-year average of  $31.4 \mu\text{g}/\text{m}^3$ ; the CWS is 30. ESRD believes this is largely due to vehicular traffic and stagnant cold weather conditions. When the management trigger is exceeded, ESRD is responsible under the PM and Ozone Management Framework to lead the development of a management plan, working with stakeholders. ESRD will not be sending out a notice to stakeholders that the Red Deer station has exceeded the management trigger, but will post this information along with an explanation and context on its website before the end of the year. The Edmonton area also exceeded the CWS for fine PM for 2008-2010 and ESRD is already working with stakeholders there.

**Action 71.1: The communication committee will prepare a media release concerning the 2009-11 CWS assessment results after they have been released by ESRD.**

The TWG discussed with Bob and Andrew PAMZ's desire to relocate the Red Deer station. A portable station will be installed at Lancaster reservoir to test its suitability as a permanent site. If the Red Deer Riverside station is relocated to the Lancaster site, PM monitoring could continue at the current site so data can be compared. ESRD's preference would be to leave the station at Riverside and work with PAMZ to establish a second permanent monitoring station in Red Deer. Wood Buffalo Environmental Association (WBEA) has offered surplus monitors to other airsheds, including a TEOM 1400AB PM<sub>2.5</sub> monitor to PAMZ. By adjusting stations and equipment, PAMZ can monitor at both locations in 2012, but it's not certain for how long. PAMZ would have to apply to ESRD for longer-term funds for the second station; the TWG will discuss further at its next meeting.

**b) Air Monitoring Program**

Kevin reported that all levels at the Caroline station have been within historical normals since the Sept. 6 TWG meeting. The same is true for the Red Deer station. Over the summer, the Red Deer station had numerous elevated levels of H<sub>2</sub>S; these did not exceed the guideline but levels were such that H<sub>2</sub>S odours would be noticeable. These numbers dropped in September and October with cooler weather. All were attributed to the Three Mile Bend Sewage Treatment Plant. A component in the CO analyzer failed, leading to the invalidation of 30 hours of CO data for Oct. 30-31. The TEOM 1400AB monitor donated by WBEA will arrive shortly but will not be installed until an agreement has been reached with ESRD concerning the plans for the Red Deer Riverside station in 2013.

The Martha Kostuch portable station was at Bluffton from Sept. 6-20, with readings at or near baseline. The air conditioning unit failed so the station was removed to Calgary for repairs. It was installed at Delburne on Sept. 26 and is still there. On Oct. 9-10 Crew Energy increased the height of the flare stack at a nearby well (the source of observed SO<sub>2</sub>), so PAMZ has data before and after this was done. At this time it is difficult to tell if SO<sub>2</sub> levels have dropped without more detailed data analysis.

The David McCoy station has been at Lacombe since June 6 due to delays in finding a suitable site in Red Deer to move it to. Levels in Lacombe have been within historical normals and typical for a town this size. Kevin advised that the City of Red Deer required a

development permit for the trailer, and an application was submitted in mid-September. PAMZ delivered a letter and fact sheet to about 75 residents near the proposed site at Lancaster reservoir, explaining the intent and the process. Four residents filed concerns, related primarily to aesthetics (need for fencing, etc.). Earlier in the day the Municipal Planning Commission approved the application for four months and the station will be installed at Lancaster next week. ESRD would like to see a year of data before deciding to relocate the Riverside station, or else keep both sites. If Lancaster looks like it would be a good location after the first couple of months of data are compiled and reviewed, PAMZ will need to ask the Municipal Planning Commission for an extension, and more work may be needed to get local support.

In light of the circumstances noted above, the portable schedule for 2013 has been revised; Kevin presented these revisions to the board, noting that the traditional roles and uses of the portables may overlap a bit next year.

Month	Martha Kostuch portable	David McCoy portable
January	Ferrier Acres	Red Deer - Lancaster
February	Ferrier Acres	Red Deer - Lancaster
March	Ferrier Acres	Red Deer - Lancaster
April	Flaring site	Class 2 Landfill
May	Rocky Mountain House area	Sewage lagoon
June	Sylvan Lake	Eagle Hill
July	TBD (Mirror or Red Deer or ?)	Crossfield-Carstairs
August	TBD (Mirror or Red Deer or ?)	Crossfield-Carstairs
September	TBD (Mirror or Red Deer or ?)	Crossfield-Carstairs
October	Flaring site	Class 2 Landfill
November	Rocky Mountain House area	Sewage lagoon
December	Sylvan Lake	Eagle Hill

Levels and patterns for the passive program were within historical normals for September and October. Samples for station 6 (Limestone) were missing for September.

#### c) Ozone Management Plan (OMP)

Brian Goliss reported that the OMP committee met November 16 to review the OMP action plan. All short-term items are completed, and the medium-term items are about halfway through completion. Some items have been deferred to the longer term for various organizational reasons. Other mid-term items are considered complete and updates will be provided. The intent of the OMP is to keep ozone levels where they presently are. The City of Red Deer has undertaken many actions that should have the effect of reducing ozone levels. With the merger of Alberta Environment and Alberta Sustainable Resource Development, it should be easier to discuss issues like open burning with them. Actions taken by PAMZ and/or others related to OMP implementation will be shown in the 2012 annual report.

#### d) Issues Response Group (IRG)

Kevin noted that the IRG now meets four times a year with the goal of addressing issues within 90 days. They meet in person in February and August and by teleconference in May and November, as required. No new issues have emerged since August, so no meeting was held in November. The February 2013 meeting will focus on planning the annual issues identification meeting, reviewing issues that have come up, monitoring PAMZ's response, and considering how PAMZ could get involved in health assessments.

One board member noted a recent issue in the Ponoka area related to stubble burning. The burning was done after October 1 so no permit was needed. The amount of burning combined with a local inversion resulted in health impacts for a number of area residents and apparently the County did not respond to complaints. As part of the OMP, PAMZ contracted a review of municipal burning policies and bylaws, and concluded that most restrictions relate to safety rather than air quality. One recommendation was that municipalities should use a ventilation index as a secondary guideline for burning, but this index is not readily available, and a lot of data are needed to calculate it. Environment Canada is piloting a ventilation index forecasting program, which includes Edmonton and Calgary. The pilot will help determine how accurate the forecasts are and, if it succeeds, it will probably be expanded to include other cities and locations. The PAMZ review was sent to municipalities in the zone; Kevin did a follow-up presentation to Red Deer in October.

#### **e) Communications Committee**

Lauren Maris presented an update from the Communications Committee. The entry deadline for the photo contest is March 2013; promotional posters are available. The winter newsletter will be out in late February or early March. To increase applications for the Martha Kostuch scholarship, the Committee has adjusted the application requirements. Instead of an essay, students are asked to answer three questions. Another question now being asked is what the applicant sees as the most important air quality issue in PAMZ and what would they do to mitigate it. The Committee was encouraged to share these responses with the board. PAMZ received a thank you note from Ashley Duffy, this year's scholarship recipient who is studying at the University of British Columbia. Sue Arrison is surveying municipalities to determine how many have anti-idling bylaws or policies, and this should be done by the end of the year. A satisfaction survey of stakeholders will also be developed this year and administered in January 2013. Finally, the Committee is considering developing an air quality education and outreach program to schools. The program would be self-sufficient and funded outside of the PAMZ core budget via grants.

#### **f) Financial**

Bob Bryant distributed copies of the financial report. As of October 31, the bookkeeper assessed performance to date against budgeted amounts, and the budget is on track. PAMZ is about 70% through the budget at the 75% point in the year.

Kevin distributed copies of the proposed 2013 budget, which had been emailed previously to the board. He presented the 2012 vs. 2013 budgeted amounts for each line item, noting where there were any increases or decreases and responding to questions from the board. He noted that costs related to station operations also include reporting functions. PAMZ is looking at a 3% overall increase in expenses and revenues for 2013.

**Decision: Brian Goliss moved to accept the budget as presented, seconded by Bonnie Denhaan; carried.**

### **3. CASA UPDATE**

Kevin presented an update as provided by CASA.

- The next board meeting is December 13 in Edmonton.
- The CASA-AAC joint standing committee contracted a consultant to prepare a paper that will form the basis for discussions about the future role, relationships, etc. The committee meets January 10 to discuss next steps.
- Communications committee meets November 21 to conduct its annual review of outreach activities and discuss other items including the online community of practice.

- The Operations Steering Committee is considering the future of the committee; members heard an update on the CASA Data Warehouse budget at the last meeting.
- The Confined Feeding Operations team presented its final report to the board in September, and it was approved. A list of reports related to implementation of the CFO recommendations will be appended to the team's report.
- The Electricity Working Group presented its final report to the board; a draft statement of opportunity has been prepared for the 2013 five-year review of the electricity framework.
- The Human and Animal Health team reviewed implementation of recommendations from the four previous reports.
- A statement of opportunity for an odour management working group was approved at the September board meeting. A project charter will be developed. Working group representatives have been identified but PAMZ did not receive any information about possible participation.

**Action 71.2: Kevin will find out from CASA how representatives were chosen for the Odour Management Working Group and advise the Board.**

- The CASA secretariat met with the co-chairs of the PM and Ozone team and the full team will meet November 28 to review progress and the future of the team.
- The 2012 performance measure review has been completed and the committee will present a final report on the new strategy at the next board meeting.
- A statement of opportunity is being prepared on transportation and vehicle emissions and will be shared with interested parties.
- The guide on managing collaborative processes will be completed this year.
- The strategic plan will be reviewed and an operational plan and risk management plan will be developed in 2013.

#### **4. AAC UPDATE**

Kevin advised that the AAC met September 28 in Canmore, and was joined by Terry Gibson who is executive director for the Southeast Saskatchewan airshed; work is also underway to establish an airshed in the Lloydminster-Prince Albert area. The AAC is planning to host a conference and workshop in October 2013 at the Banff Park Lodge.

Kevin provided a short update on each of the airsheds, including:

- Alberta Capital Airshed Alliance is negotiating to take over two ESRD stations in Edmonton.
- CRAZ is working to relocate their two stations, and have added ten more passives to their network. The AAC did not unanimously support the CRAZ proposal on vehicle fees.
- WCAS's Hightower Ridge station has been decommissioned due to the operational difficulties and expense. WCAS has reactivated its Steeper site.
- Discussions are underway about forming an airshed in northwest Alberta, northeast of Peace River. Government agencies are taking the lead.

#### **5. OTHER BUSINESS**

The Board agreed by consensus to the following meeting dates for 2013 (all Wednesdays):  
January 30, April 17, June 19, September 25, and November 27.

## **6. NEXT MEETING**

The next meeting will be January 30, 2013 at the G.H. Dawe Centre in Red Deer.

The board meeting adjourned at 5:35 pm.

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After supper, Lisa Avis with ESRD gave a presentation describing how the various components and policies related to air quality management in Alberta interact. She then looked at the Lower Athabasca Regional Plan (LARP), the LAR Air Quality Management Framework and air quality targets, and at the Capital Region Air Quality Management Framework. Copies of both Frameworks were provided to board members, and Lisa's presentation will also be made available.